

HANDBOOK
NO.

LOGISTICS

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(2) Safe Cabinets with Combination Locks

added

Safe-type, correspondence filing equipment is restricted to insulated cabinets with combination locks that meet Agency, headquarters, and field security requirements for the following:

- added*
- (a) Standard two and four-drawer, letter and legal (cap) size, filing cabinets.
 - (b) Approved two-drawer legal (cap) size filing cabinets used as pedestals for unitized furniture desk tops for use in the Langley Building and other areas approved by the Office of Security.

added

Requisitions for legal size safes, other than those used as pedestals, must include the justification required in paragraph 2a(1). These safe cabinets are identified in the Supply Catalog for furniture (FSC Group 71) as follows:

FILING CABINET

letter size; steel; insulated, 1 hr. fire resistant;
gray. 2 drawers high x 1 drawer wide; w/combination
lock.

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legal size; steel; insulated, 1 hr. fire resistant;
gray. 2 drawers high x 1 drawer wide; w/combination
lock.

legal size; steel; not insulated, gray. 2 drawers high
x 1 drawer wide; w/combination lock. For use with unit-
ized desk top.

letter size; steel; insulated, 1 hr. fire resistant;
gray. 4 drawers high x 1 drawer wide; w/combination lock.
legal size; steel; insulated, 1 hr. fire resistant, gray.
4 drawers high x 1 drawer wide; w/combination lock.

b. REQUISITIONS

add = —
All requisitions for standard, correspondence filing equipment shall
be made on Form 1490, Requisition or Turn-in for Administrative
Supplies and Equipment, except that Form 88, Requisition for Materiel,
will be used when external purchase or shipment outside headquarters
area is required. Requisition Form 1490 shall be routed to the
Building Supply Office through the Area Records Officer of the
requesting office. The Records Officer shall confirm that the
requesting office is making maximum use of existing filing equipment
and has:

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- (1) Transferred to the Records Center or destroyed inactive records in accordance with approved records control schedules.
- (2) Removed office supplies and other non-record material from filing equipment and nonsensitive, record material from safe cabinets.
- (3) Used letter-size file cabinets whenever less than 20 per cent of the correspondence filed is legal-size material.
- (4) Centralized files in secure areas, where feasible, to permit use of cabinets without locks, or open shelf files instead of safes.
- (5) No empty filing equipment that can be returned to stock.

*deleted
old (5)
and added
new*

CONCURRENCE:

CIA Records Administration Officer

Date